TU Housing & Residence Life

Tubman House Information Guide

Welcome to campus! This information guide will provide you with information that will help you settle into your space for the academic year. Your building has many *helpful community members* who are committed to providing a safe and welcoming environment for you.

- **Community Center Assistants (CCAs)** are students that work at your building's Community Center (front desk). They can answer questions, help if you get locked out, need to register a guest, and check out equipment. The Community Center can be reached by calling **410-704-5703**. The **Community Center Manager** is a student staff member who oversees Community Center Operations.
- **Resident Assistants (RAs)** are upper-class students for each floor that build community and ensure safety within the building. The *RA on-call* can be reached after hours by calling **410-704-5703**. RAs will also be holding floor meetings. **Floor meetings for new students** will be held on August 22 between 4:30pm - 7pm. Floor meetings for **all students** will be held during the first week of the semester.
- **Residence Life Coordinators (RLCs)** are masters-level professional staff members that oversee the individual communities. Your RLC is **Andrew McClain (amcclain@towson.edu)**.

Move In Day Reminders & Resources

- You will need your OneCard to check-in. If you do not have one, complete your OneCard Application in advance.
- To adjust the height of your bed, submit a Maintenance Request and indicate which bed should be adjusted and the desired height. Requests typically happen in 72 hours.
- The Putty Hill Shopping Center, just 2.5miles from campus, offers many retail stores useful to college students including Target, Marshalls, and Weis Supermarket.
- Incoming freshmen and transfer students should check their TU email for important updates from New Student & Family Programs.

Room Condition Reports (RCRs)

RCRs allows you to note the condition of your space at the beginning of the year. **RCRs are due by Sunday, September 8th** and can be accessed via the Resident Portal.

Mail & Packages

All mail and packages are delivered to and processed by the University Post Office.
Your mailing address is:
Student First & Last Name
Towson University - Student Mailbox #
8000 York Rd
Towson, MD 21252

IMPORTANT CAMPUS RESOURCES			
Office / Resource	**Website**	**Email**	**Phone**
Accessibility & Disability Services	[www]	tuads@towson.edu	410-704-2638
Counseling Center	[www]	counseling@towson.edu	410-704-2512
Dining	[www]	dining@towson.edu	410-704-2302
Health Center	[www]	healthcenter@towson.edu	410-704-2466
Housing & Residence Life	[www]	housing@towson.edu	410-704-2516
OneCard & Meal Plan Portal	[www]	onecard@towson.edu	410-704-2284
Parking & Transportation	[www]	uPark@towson.edu	410-704-7275
Student Computing Services	[www]	scs@towson.edu	410-704-5151
Student & University Billing Office	[www]	bursars@towson.edu	410-704-2100
Student Activities & Involvement	[www]	Find things to do and ways to get involved on campus.	
Public Safety			
TU Police Department	[www]	police@towson.edu	410-704-4444 **(emergencies)** 410-704-2133 **(non-emergencies)**
SafeRides *(available 2am-7am)*	[www]	police@towson.edu	410-704-SAFE (7233)
SafeWalk Escorts *(available 24/7)*	[www]	police@towson.edu	410-704-SAFE (7233)

Building Council

The [University Residence Government (URG)](#) is the student organization that represents the wants, needs, and concerns of students living in the residence halls. Each residence hall has a **Building Council** to put on programs and represent the students of that community.

Keys & Lockouts

- Your key unlocks your room door.
- If you are locked out, you can check out the spare key from the Community Center.
- You can check out your spare key 4 times throughout the year for free.
- When you each the **5th lockout**, you will be charged **$50 for each additional lockout**.
- If you **lose your key**, you will be charged to have your door rekeyed and for all new keys.
- It is against housing policies to give your key to another person to use.
- Accidentally locked the bathroom? Bathroom doors can be unlocked using an unfolded paperclip.

Wi-Fi

You can connect to Wi-Fi using by choosing "MyResNet" or "Apogee" and signing up. For details go to [MyResNet](#).

TV Viewing Options

Capstone offers students cable service through MyResNet (or Apogee). View the [Channel Guide](#).

Laundry

Laundry is located on the Lower Level (room 006). Laundry costs $1.55 per wash and $1.55 per dry cycle. Laundry can be monitored using the Speed Queen app. You can pay with quarters or Towson retail points (go to the [OneCard Portal](#) to add funds). **Do NOT** add money directly through the Speed Queen app. To report an out of order laundry machine, call 1-800-927-9274 or email service@caldwellandgregory.com.

Maintenance Requests

If something is not right in your room when you move in or throughout the year, submit a Maintenance Request via the digital request on the [Resident Portal](#).

Trash & Recycling Locations

Trash and recycling are located on each floor in rooms 029, 104, 204, 304, 404.

Climate Control

HVAC systems have been reconfigured to support maximum air exchange. **DO NOT OPEN YOUR WINDOWS** as it will disrupt these settings.

Policies for Residential Students

Students living in on-campus housing are responsible for adhering to all policies and procedures within the [Policies for On-Campus Housing](#), [Capstone License](#), and Towson University's [Code of Student Accountability](#).

Community Kitchen

Community kitchen is located on the first floor.

Capstone Housing Information

If you have questions about your housing bill or if your TUID doesn't work for the elevator or door, contact the Harris & Tubman Capstone Office between 9AM - 5PM. You can call Capstone at 410-704-7484 or email them at harristubman@cocm.com.

Residence Hall Break Closings

All residence halls close for all break periods. Students will not be able to remain on campus during these break times (unless they live in a 9-month community), they will be able to leave their belongings in their room until the May end of year closing. Save these [Important Housing Dates](#).

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